

## COMMUNITY PARTNER TIER EVOLUTION

Texas Outdoor Family Community Partners provide two – four camping workshops per year using the Texas Outdoor Family gear sets in Texas State Parks. In order to increase partner leaders' confidence and outdoor leadership proficiency, we have a Tier structure in place designed to ensure successful independent camping workshops by the fourth visit.

### TIER I PARTNER

**First TOF Camping Workshop:** Led by TOF Ranger with Partner Group Leaders shadowing, learning our best practices in the hosting of a workshop, and appreciating your help throughout the weekend.

As a Tier I Partner, you are provided with an on-site TOF Ranger to ensure safety, instruction, proper gear management, and to help build your outdoor leadership confidence. The TOF Ranger will lead Tier I groups through each activity to set expectations as you progress through Tiers 2 & 3. Make sure to grab the laminated checklists found in the trailer and carry them with you throughout the weekend. Take notes, ask questions, and jump in where you are comfortable. Our Rangers are more than happy to help your group achieve success in outdoor programming!

**TIER I PRO-TIP:** Agenda Setting is the key to your success! Ultimately, the programs are up to you, so build your agenda to fit the character of your group and its leadership! Make sure to leave space between activities for rest, attire changes, snacks and transportation. If you haven't received it already, ask the TOF staff about supplemental training in kayaking, geocaching, and biking. These additional gear sets can add more options to your agenda.

### TIER II PARTNER (JOINT-GUIDED)

**Second TOF Camping Workshop:** Led in part by Partner Group Leaders and in part by TOF Rangers.

As a Tier II partner, you are expected to take part ownership of your workshop! You will continue to have an on-site TOF Ranger, but this Ranger will be much more hands-off and will ask you to lead in giving at least half the workshop material. The TOF Ranger will lead the remaining programs, and will be present for emergencies, suggestions, gear and content refreshers, and for any questions you may have while you take the reins of partially leading your group.

**TIER II PRO-TIP:** Don't be afraid to try to teach! Yes, it may have been some time since attending the Outdoor Leadership Training. It's not uncommon to forget some of the content. Don't be embarrassed to ask. TOF Rangers will gladly provide you with a quick refresher before your activity starts. If you forget something while presenting, don't worry! TOF Rangers will fill in any missed information, but we want to see your best attempt first! The more you teach, the easier it gets!

### TIER III PARTNER (SELF-GUIDED)

**Third TOF Camping Workshop & Beyond:** Led exclusively by Partner Group Leaders. A TOF Ranger will be onsite for the FIRST Tier 3 workshop to shadow and evaluate. There will be no TOF Ranger onsite for Tier 3 workshops after the evaluation is complete in subsequent workshops.

As a Tier III partner, you are expected to fly solo! We knew this day would come and we are going to miss being at your campsite. Please always feel free to contact your regional TOF coordinator asking questions or for tips about programming. We are here to help and want you to succeed!

**TIER III PRO-TIP:** Plan to bring extra volunteer support! Up until now, you've had a TOF Ranger. Make sure that workload is covered so that it doesn't all fall on you!

## COMMUNITY PARTNER EVALUATIONS

As partners move from Tier I to Tier III, the onsite TOF Ranger will be assisting, evaluating and offering feedback. Evaluations have been created for each Tier to help define expectations and ensure progression. Evaluations will be shared at the conclusion of each workshop and signed by the TOF Ranger and Partner Group Leader. "Evaluation" can be a nerve-wracking word so please keep in mind that we are primarily looking for SAFETY, IMPACT & FUN!

## TIER I EVALUATION

<b>Community Partner:</b>	
<b>Leader:</b>	
<b>Phone:</b>	
<b>Park/Date:</b>	
<b>Weather:</b>	

### Instructor Preparedness:

- ☐ Roster Submitted Prior To Workshop
- ☐ HQ Check-In Upon Arrival & Contact Info Exchanged
- ☐ EAP Reviewed w/Volunteers & Posted
- ☐ Agenda Written on White Board & Visible
- ☐ Bait, Firewood, Food, Charcoal Provided
- ☐ Campsite Hazard Sweep
- ☐ Campsite Gear Unloaded & Checked For Cleanliness & Completeness

### Workshop Facilitation (Safety, Impact, Fun):

- ☐ Liability, Medical Forms & Demographics Collected
- ☐ Staff & Volunteers Introduced
- ☐ Nearest Restrooms Pointed Out
- ☐ Ranger Camp Location Communicated
- ☐ LNT Discussed
- ☐ Unused Sites Identified & Released
- ☐ Demonstrated Safe Practices
- ☐ Maintained Clean Base Camp
- ☐ Actively Engaged & Contributing
- ☐ Meal Breaks & Rest Periods Taken
- ☐ Politely Corrected Participant Behavior When Necessary
- ☐ Stored & Locked Away Gear When Leaving Site For Activities
- ☐ 10:00 PM Quiet Hour Rounds To Check For Noise/Unattended Fires/Trash
- ☐ Participants Had Fun!

### Post-Event Wrap Up:

- ☐ Gear Tubs Individually Checked For **ALL COMPONENTS, CLEAN & COMPLETELY DRY** Gear
- ☐ Gear Tubs Properly Stored
- ☐ Damaged Gear Placed In Designated Location & Tubs w/Missing Items Labeled
- ☐ Campsite Cleanliness Sweep (TOF Sign Retrieval/Cold Coals/Trash)
- ☐ Trailer Contents Secure & Trailer Locked
- ☐ Agenda Review (What Worked? What Didn't? Suggestions For Tier II Workshop)
- ☐ Post Event Data & 5 Photos Submitted to TOF Instructor
- ☐ HQ Checkout & Thanks

### Tier Progression:

- ☐ Partner Demonstrated Proficiency & Has Progressed to Tier II

### Additional Thoughts (Next to Each Bullet/Continued on Back)

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**TOF Ranger Signature**

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**Partner Group Leader Signature**

## TIER II EVALUATION

<b>Community Partner:</b>	
<b>Leader:</b>	
<b>Phone:</b>	
<b>Park/Date:</b>	
<b>Weather:</b>	

### **Instructor Preparedness:**

- ☐ Roster Submitted Prior To Workshop
- ☐ HQ Check-In Upon Arrival & Contact Info Exchanged
- ☐ Partner Group Leader Campsite Established Next To Gear Trailer
- ☐ First Aid Kit & AED Locations Established, EAP Reviewed w/Volunteers & Posted
- ☐ Agenda Incorporated Tier I Feedback & Written on White Board
- ☐ Bait, Firewood, Food, Charcoal Provided & Nearest Purchasing Locations Identified
- ☐ Campsite Hazard Sweep While Placing TOF Signage
- ☐ Campsite Gear Unloaded & Checked For Cleanliness & Completeness
- ☐ Activity Locations Checked & Responsibilities Delegated & Discussed w/Volunteers
- ☐ Activity Gear Checked & Ready (Caches Hidden, Rods Rigged)
- ☐ Lanterns/GPS Batteries Charged
- ☐ Extra Copies of Paperwork & Pens On Hand

### **Workshop Facilitation (Safety, Impact, Fun):**

- ☐ Liability, Medical Forms & Demographics & Campsite #'s Collected, Unused Sites Released
- ☐ Paperwork Totals Calculated, Paperwork Checked For Completeness, Organized & Filed
- ☐ Introduced Staff & Volunteers, Pointed Out Restrooms, Basic Park Rules
- ☐ Emergency Action Plan Discussion w/Participants
- ☐ Explained Agenda, Activity Locations & Appropriate Attire
- ☐ Each LNT Principle Thoroughly Discussed
- ☐ Led Gear Demo & Expectations
- ☐ Demonstrated Safe Practices & Guidelines During Each Activity
- ☐ Took Ownership! Led Workshop & Activities w/Appropriate Breaks For Meals & Rest
- ☐ Politely Corrected Participant Behavior When Necessary
- ☐ Stored & Locked Away Gear When Leaving Site For Activities & Maintained Clean Base Camp
- ☐ 10:00 PM Quiet Hour Rounds To Check For Noise/Unattended Fires/Trash
- ☐ Participants Had Fun!

### **Post-Event Wrap Up:**

- ☐ Gear Tubs Individually Checked For **ALL COMPONENTS, CLEAN & COMPLETELY DRY** Gear & Properly Stored
- ☐ Damaged Gear Placed In Designated Location & Tubs w/Missing Items Labeled
- ☐ Campsite Cleanliness Sweep (TOF Sign Retrieval/Cold Coals/Trash)
- ☐ Agenda Review (What Worked? What Didn't? Suggestions For Tier III Workshop)
- ☐ Post Event Data & 5 Photos Submitted to TOF Instructor
- ☐ Trailer Contents Secure, Trailer Locked, HQ Checkout & Thanks!

### **Tier Progression:**

- ☐ Partner Demonstrated Proficiency & Has Progressed to Tier III (Suggestions Next To Each Bullet/Cont. On Back)

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**TOF Ranger Signature**

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**Partner Group Leader Signature**

## TIER III FINAL EVALUATION

<b>Community Partner:</b>	
<b>Leader:</b>	
<b>Phone:</b>	
<b>Park/Date:</b>	
<b>Weather:</b>	

### Instructor Preparedness:

- ☐ Roster Submitted Prior To Workshop, HQ Check-In Upon Arrival & Contact Info Exchanged
- ☐ Partner Group Leader Campsite Established Next To Gear Trailer
- ☐ First Aid Kit & AED Locations Established, EAP Reviewed w/Volunteers & Posted
- ☐ Emergency Shelter Identified & After Hours Emergency Contact Established
- ☐ Agenda Incorporated Tier II Feedback & Written on White Board
- ☐ Bait, Firewood, Food, Charcoal Provided & Nearest Purchasing Locations Identified
- ☐ Campsite Hazard Sweep While Placing TOF Signage
- ☐ Campsite Gear Unloaded & Checked For Cleanliness & Completeness
- ☐ Activity Locations Checked & Responsibilities Delegated & Discussed w/Volunteers
- ☐ Activity Gear Checked & Ready (Caches Hidden, Rods Rigged)
- ☐ Lanterns/GPS Batteries Charged
- ☐ Extra Copies of Paperwork & Pens On Hand

### Workshop Facilitation (Safety, Impact, Fun):

- ☐ Liability, Medical Forms & Demographics & Campsite #'s Collected, Unused Sites Released
- ☐ Paperwork Totals Calculated, Paperwork Checked For Completeness, Organized & Filed
- ☐ Introduced Staff & Volunteers, Pointed Out Restrooms, Campsite Utilities, Basic Park Rules
- ☐ Emergency Action Plan Discussion w/Participants
- ☐ Explained Agenda, Activity Locations & Appropriate Attire, Bug Spray & Sunscreen Present as Visual Aid
- ☐ Each LNT Principle Thoroughly Discussed
- ☐ Led Gear Demo & Expectations
- ☐ Demonstrated Safe Practices & Guidelines During Each Activity
- ☐ Took Ownership! Led Workshop & Activities w/Appropriate Breaks For Meals & Rest
- ☐ Politely Corrected Participant Behavior When Necessary
- ☐ Stored & Locked Away Gear When Leaving Site For Activities & Maintained Clean Base Camp
- ☐ 10:00 PM Quiet Hour Rounds To Check For Noise/Unattended Fires/Trash
- ☐ Participants Had Fun!

### Post-Event Wrap Up:

- ☐ Gear Tubs Individually Checked For **ALL COMPONENTS, CLEAN & COMPLETELY DRY** Gear & Properly Stored
- ☐ Damaged Gear Placed In Designated Location & Tubs w/Missing Items Labeled
- ☐ Campsite Cleanliness Sweep (TOF Sign Retrieval/Cold Coals/Trash)
- ☐ Agenda Review (What Worked? What Didn't? Suggestions For Future Workshops)
- ☐ Post Event Data & 5 Photos Submitted to TOF Instructor
- ☐ Trailer Contents Secure, Trailer Locked, HQ Checkout & Thanks!

### Tier Progression:

- ☐ Partner Demonstrated Proficiency & Has Been Approved To Camp Independently

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TOF Ranger Signature

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Partner Group Leader Signature